

Little Traverse Bay Bands of Odawa Indians

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Job Posting

Job Title: CHIEF FINANCIAL OFFICER
Department: Accounting
Reports To: Tribal Chairman
Status: Exempt
Salary Range: Negotiated
Level: 9
Open: February 25, 2011
Close: Open until filled

SUMMARY

To direct and oversee all financial activities of Little Traverse Bay Bands of Odawa Indians Government Operations and enterprises, other than gaming, including preparation of financial reports as well as summaries and forecasts for future business growth, economic outlook, and be knowledgeable of G.A.A.P. and G.A.S.B. Reviews and analyzes gaming financial records and reviews and analyzes financial reports of Tribally Chartered Corporations pursuant to Tribal Law.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

- Oversee budgeting, audits, taxes, accounting, purchasing, real estate, payroll, long range forecasting, investments, bank loans and indirect costs and other cost allocation plans.
- Preparation of indirect cost proposal annually.
- Directs the controller and senior accountants in providing and directing procedures and computer application systems necessary to maintain proper records and to afford adequate accounting controls and services.
- Supervises accounting department's activities such as custody of funds, securities, and assets of LTBB.
- Appraises the organization's financial position and issues periodic reports on organization's financial stability, liquidity, and growth.
- Directs and coordinates the establishment of budget programs.
- Oversees grant compliance. Ensure adherence to applicable laws, regulations, and grant requirements. Facilitate the preparation and submission of final financial reports and close out arrangements with funding agencies and in accordance with LTBB reporting requirements.
- Coordinates tax reporting programs and investor relation's activities.

- Analyzes, consolidates, and directs all cost accounting procedures together with other statistical and routine reports.
- Oversee and directs the preparation and issuance of the three quarterly reports, LTBB's annual report and the annual audited financial statements of the Tribe including all of its enterprises, and component unit.
- Directs and analyzes studies of general economic, business, and financial conditions and their impact on LTBB's policies and operations. Prepares financial impact statements on pending legislation.
- Evaluates and recommends business partnering opportunities.
- Represents the Executive in establishing and maintaining contacts with LTBB Tribal Council, financial institutions, and the investment community.
- Reviews and analyzes gaming financial records and reviews and analyzes financial reports of Tribally Chartered Corporations as provided for pursuant to Tribal Law.
- Fulfills responsibilities as defined by Tribal Law.

SUPERVISORY RESPONSIBILITIES

Manages subordinate staff who supervise employees in the LTBB Government Accounting Department. Manages the LTBB non-gaming Enterprises accounting function, pursuant to Tribal Law and resolutions. Is responsible for the overall direction, coordination, and evaluation of these accounting functions. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws

QUALIFICATIONS

Knowledge of databases and computer applications systems to supply the most accurate financial information required. Professional experience in financial management, preferably with Native American Tribes. Experience with increasing responsibilities for multi-faceted direction and planning required. Must have excellent verbal and written communication skills applicable to all levels of audience. Excellent analytical, reasoning and organizational skills required. Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to present persuasive and effective speeches and presentations on controversial or complex topics to top management, Tribal Council, public groups, and/or boards of directors. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables.

COMPETENCY

To perform the job successfully, an individual shall demonstrate the following:

Analytical - Processes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures. Effectively manage with a team approach.

CERTIFICATES, LICENSES, REGISTRATION

Certified Government Financial Manager (CGFM) must have or be willing to attain. Must have a valid driver's license, reliable transportation, and be insurable. Must be licensable by the LTBB Gaming Regulatory Commission

EDUCATION AND EXPERIENCE

Required:

Bachelor's Degree in accounting/finance or related field and Certified Government Financial Manager (CGFM), or have plan to achieve, and five years experience with the application of governmental accounting standards and commercial enterprise standards. Knowledge of government programs.

OR

Combination of Master degree in finance with seven years working experience with government accounting standards *may* be considered.

OR

Combination of Bachelor's degree in accounting/finance; CPA designation and 5 years of senior management experience in the areas of accounting, budgeting, and financial reporting *may* be considered.

OR

Combination of Bachelor's degree in accounting or finance with concentration in accounting and ten years of senior management experience with government accounting standards *may* be considered.

COMMENTS

Indian preference will apply. Position will require occasional local and national travel. Individual must be able to pass a criminal background investigation.